EXTRA ORDINARY GAZETTE DATE : 03.04.2021

LAST DATE : 05.05.2021

CATEGORY NO: 69/2021

Part 1 (General Category)

Applications are invited online only by **'One Time Registration'** from qualified candidates for appointment to the under mentioned post in Apex Societies of Co-Operative Sector in Kerala. Candidates who have already registered can apply through their profile.

1	Name of concern	:	Apex Societies of Co-operative Sector in Kerala
2	Name of post	:	Lower Division Clerk
3	Scale of Pay	:	₹ 14,140-27,940/-
4	Number of Vacancies	:	05 (Five)

3% of vacancies will be reserved for persons with differently abled candidates (Locomotor Disability/Cerebral Palsy, Hearing Impairment, LowVision) as per G.O. (P) No. 1/13/SJD dated 03/01/2013.

Note: (i) Out of the 10 (Ten) vacancies now reported for the post of Lower Division Clerk from the Kerala State Co-Operative Coir Marketing Federation Limited, **05 (Five)** vacancies are apportioned for General Category. Vacancies if any, further reported will be filled by apportioning the same in the ratio of 1 : 1 between general category (Part I) and society category (Part II), and candidates will be advised accordingly. The first vacancy goes to General Category. The vacancies reported for this post from each Apex Society during the currency of this Ranked List and if the qualification is the same, will be apportioned in 1:1 ratio and the vacancies earmarked for General Category will be advised for appointment from this list. Separate notification will be issued under Part II for filling up the vacancies earmarked for Society Category. The rules of reservation as laid down in General Rules 14-17 of KS&SSR 1958 will be followed for appointment from both the lists.

(ii) The ranked list prepared and published by the Commission for the post shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list is published after the expiry of the minimum period of one year. Candidates will be advised for appointment against the aforesaid vacancies earmarked for the General Category during the period of currency of the list.

(iii) The selection in pursuance of this notification will be made on a statewide basis.

(iv) As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins duty be on probation for a period of one year on duty within a continuous period of two years.

5. **Method of appointment**: Direct Recruitment

6. **Age** : 18-40, Only candidates born between 02.01.1981 and 01.01.2003 (Both dates included) are eligible to apply for this post . Other Backward Communities and SC/ST Candidates are eligible for usual age relaxation.

(For conditions regarding the age relaxation Please see part 2 of the General Conditions)

Note:-

For concession allowed in upper age limit subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under part II of this Notification. Relaxation of age will be allowed to all provisional employees of the twenty nine Co-operative institutions mentioned in G. O. (P) No. 41/98 dated 09.03.1998 (whether they continue in service or relieved from service) who have been appointed through the Employment Exchange to the extent of their provisional service provided they possess a minimum service of one year in the provisional appointment. The maximum period of relaxation allowed to such persons will be five years. Once they get appointment on regular basis, the concession will not be available for further appointment to any other post. The candidates who are entitled to the above concession shall note the details there of in the respective column of the application and submit certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls for. The certificate should contain all the relevant particulars such as the post in which the applicant has/ had provisional service, the scale of pay, name of the Co-operative Institution in which he/ she has/ had worked, the date of commencement of provisional service and the date of termination of the provisional service. It should also be noted in the certificate that the applicant is not holding regular appointment under the Co-operative Institution. The original certificate thus produced will not be returned to the candidate.

7. Qualifications

(1) (A) A Degree in Commerce or Degree of a recognized University with Co-operation as special subject

OR

(B) (i) B.A./ B. Sc./B. Com Degree (3 years) of a recognized University and

(ii) HDC or equivalent (HDC or equivalent of State Co-operative Union of Kerala or HDC/HDCM of National Council for Co-operative Training) or Successful completion of the subordinate (Junior) Personnel Co-operative Training Course (JDC) .

OR

(C) B. Sc (Co-operation and Banking) Degree of Kerala Agricultural University.

(2) A Certificate in Computer Application/Data entry issued by an Institution recognized by Government of Kerala or Government of India.

Note:- 1) Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.

2) Those candidates who have claimed equivalency for qualification should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.

(3) If the caste of candidate is wrongly mentioned in the SSLC book, they should claim their original caste in their application and should produce Community Certificate/NCLC issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8. **Mode of submitting the Applications:-**

(a) Candidates must register as per ONE TIME REGISTRATION with the official Website of Kerala Public Service Commission www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and Password. Candidates must click on the **'Apply Now'** button of the respective posts in the Notification Link to apply for a post. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for **10 years from the date of uploading. T**here is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

(b) If Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile

phone number registered in it.

(c) Candidates who falsely claim qualification, experience etc., and attend or abstain from examinations after providing confirmation are liable for disciplinary action as stipulated in **Rule 22 of KPSC Rules of Procedure 1976.**

(d) Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.

9. Last date for receipt of application **05.05.2021** Wednesday up to 12 midnight.

10. Address to which applications are to be sent: www.keralapsc.gov.in

11. Sub Paras v, viii,ix, x, xi, xii, xiii in Para 2 and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.

(For details including photo, ID cards etc, refer to the General Conditions at the end of the Gazette Notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION

EXTRA ORDINARY GAZETTE DATE : 03.04.2021

LAST DATE : 05.05.2021

CATEGORY NO: 70/2021

Part II (Society Category)

Applications are invited online only by one time registration from qualified regular employees of the member societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited for appointment in the under mentioned post.

1	Name of concern	:	Kerala State Co-operative Coir Marketing Federation Limited.
2	Name of post	:	Lower Division Clerk
3	Scale of Pay	:	₹ 14,140-27,940/-
4	Number of Vacancies	:	05 (Five)

3% of vacancies will be reserved for persons with differently abled (Loco motor disability/Cerebral Palsy, Hearing impairment, Low Vision) as per G.O.(P)No.1/2013/SJD dated 03/01/2013).

Note:

(i) Out of the 10 (Ten) vacancies now reported for the post of Lower Division Clerk from the Kerala State Co-operative Coir Marketing Federation Limited, 05 (Five) vacancies are apportioned for Society category. The first turn will be filled from General Category. The Vacancies for the same post if any, further reported will be divided in the ratio 1:1 and will be filled from the general category (Part I) and society category (Part II) alternatively. The vacancies further reported from this institution will be divided in the ratio 1:1 and vacancies for society category will be filled from the Ranked List published by the Commission in response to this Notification.

(ii) The ranked list prepared and published by the commission in response to this notification shall remain in force for a minimum period of one year and a maximum period of three years subject to the condition that the said list will not continue to be in force if a new list is published after the expiry of the minimum period of one year of this list. Candidates will be advised for appointment against the vacancies, which are earmarked for Society Category during the period of currency of the list.

(iii) The selection in pursuance of this notification will be made on statewide basis.

(iv) As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins duty be on probation for a period of one year on duty within a continuous period of two years.

(v) Candidates will be advised alternately from the Ranked List of General Open Market and Ranked List of employees of Member Societies with first position going to General Open market candidates. As in the case of all

advices of Kerala Public Service Commission for recruitment against the vacancies of Government Department Public Sector undertakings etc, the rotation will be a continues one. If there is a shortage of candidates in the Ranked List of employees of Member Societies, such vacancies will be filled from the Ranked List of General Open Market candidates. Such pass over vacancies will not be compensated later. The rules of reservation on laid down in the General Rules 14 to 17 of Part II of KS&SSR 1958 will be followed for appointment from the list.

5. Method of appointment : Direct Recruitment from eligible employees of Member Societies affiliated to Kerala State Co-operative Coir Marketing Federation Ltd

6. Age : 18 – 50 years. Candidates born between 02.01.1971 and 01.01.2003 (Both dates included) are only eligible for this post.

7. **Qualifications:**

1) Must have 3 years regular service in any cadre in the Member Society affiliated to the Kerala State Co-operative Coir Marketing Federation Limited and should be in service of the Member Society not only on the date of application but also the date of appointment to the new post.

2) (A) A Degree in Commerce or Degree of a recognized University with Co-Operation as special subject.

OR

(B) (i) B.A./B. Sc./B. Com. Degree (3 Years) of a recognized University and

(ii) HDC or equivalent (HDC or equivalent of State Co-operative Union of Kerala or HDC/HDCM of the National Council for Co-operative Training) or Successful completion of the Subordinate (Junior) Personnel Co-operative Training Course (JDC).

OR

(C) B. Sc (Co-operation and Banking) Degree of Kerala Agricultural University

3) A Certificate in Computer Application/Data Entry issued by an Institution recognized by Government of Kerala or Government of India.

Note:- (1) Rule 10 (a) (ii) Part II of KS&SSR is applicable.

(2) Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.

(3) The requirement that the employees should be in service of the Society on the date of appointments will not be applicable to those who were recruited through Kerala Public Service Commission to a post in the Kerala State Coir Marketing Federation Limited received for employees of the affiliated Co-operative Societies

provided they are continuing in service in that post.

(4)If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce Community Certificate/NCLC issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8. The eligible employees of affiliated societies of Kerala State Co-operative Coir Marketing Federation Limited who apply for the above post should obtain the **Service Certificate from the Assistant Registrar (General)** showing the details of service of the applicant, which render them, eligible to apply for the post and shall be uploaded at the time of submitting application and produced as and when required by the Commission. **Application shall be received only after uploading the said certificate**. The Service Certificate should contain the following details.

SERVICE CERTIFICATE

1. Name of candidate :
2. Name of post/posts held by the applicant with scale of the pay and the Post now held and pay now drawn by the applicant and the period of regular service in each post. :
3. Name of affiliated Member Society in which the applicant is employed and the date of affiliation with the Kerala State Co-operative Coir Marketing Federation Ltd.
4. Date of commencement of regular service in the society and the post in which the applicant is now working :

Certified that the above details in respect of Sri/Smt. ..... (Name and Address) who is a regular employee in the affiliated Member Society have been verified by me with the service particulars of the candidate and that they are found correct.

Signature and Name of the Assistant
Registrar (General)
Co-operative Department

Place:
Date :

(Office seal)

9. Mode of submitting applications:-

(a) Candidates must register as per ONE TIME REGISTRATION with the official Website of Kerala Public Service Commission www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and Password. Candidates

must click on the **'Apply Now'** button of the respective posts in the Notification Link to apply for a post. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be **valid for 10 years** from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application**. The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

(b)If Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

(c) Candidates who falsely claim qualification, experience etc., and attend or abstain from examinations after providing confirmation are liable for disciplinary action as stipulated in **Rule 22 of KPSC Rules of Procedure 1976**.

(d)**Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.**

10. Last date for receipt of application **05.05.2021** Wednesday up to 12 mid night

11. Address to which applications are to be sent: www.keralapsc.gov.in

12. Para 2 and Para 7 of the General Conditions are not applicable to this post.

(For details including photo, ID cards etc, refer to the General Conditions at the end of the Gazette Notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION